



Commissioner Chris Trubac
Barbara Andersen
Nichole Biber
Fred Cowles
Sarah Mullkoff
Andrew Nowicki
Matthew Lincoln
Brenda Gray

THE ENVIRONMENTAL AFFAIRS COMMISSION WILL MEET ON SEPTEMBER 28, 2022 AT 5:30 PM
IN CONFERENCE ROOM D & E OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of August 24, 2022 Draft Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner/Road Department Presentation
2. Energy Audit Update
3. Sustainability Manager Job Description Update
4. Graham Diedrich Email Communication – Climate Policy Research Project

Announcements

Public Comment

Adjournment

ENVIRONMENTAL AFFAIRS COMMISSION

August 24, 2022

Draft Minutes

Members Present: Trubac, Andersen, Mulkoff, Lincoln, Biber (arrived 5:31pm), Gray (arrived 5:33pm), Nowicki (arrived 5:40pm)

Members Absent: Cowles

Others Present: Jared Cypher, Elaine Fischhoff, Rod McNeill, John Ingraham, Tim Konsdorf

The meeting was called to order by Chairperson Trubac at 5:30pm in conference room D/E of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of Draft Minutes

The minutes were approved as presented.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Performance Contracting – Johnson Controls

The commission heard a presentation on energy saving technologies for building infrastructures such as HVAC, insulation, and building controls.

2. Update on Environmental Health Activities

Rod McNeill gave an overview of the environmental health division. This included the Food program, Land/Water Program, and Prevention & Response.

3. Energy Audit Update

Jared Cypher read an update from Rick Terril. The Energy Audit Level 2 is complete and the final report will be finished by the October meeting.

Announcements

Nichole Biber - Indigenous Peoples Day is October 10th. There are also efforts to rename Abbot Park, revive the landscape with native plants, and have education on language and connections.

Public Comment

None.

Adjournment

The meeting was adjourned by Chair Trubac at 6:56pm.

FACILITIES DEPARTMENT

PROJECT UPDATE

SEPTEMBER 22, 2022

Project Budget:
\$164,000

Revised Project Schedule:
March 23th – October 26, 2022

Look Ahead:

They are working on entering the water and steam data into the reports and will continue through this week. They working on completing all drafts by the end of this month. We are planning on presenting the final report to the EAC on October 26, 2022.

Project Status:

We have currently completed the level II energy audits at all locations listed in the proposal. I have reviewed a couple of preliminary reports with BV and made some additional recommendations on the report. Currently BV is reviewing all other locations and working on wrapping them up into one final report.

Project Summary: The level II energy audits have been conducted on all locations. They are in the final phase of compiling all draft reports. Currently we are waiting for the BV to finish the draft reports for review before drafting the final report. I anticipate the work to be completed by the end of September so that we can present the findings to the EAC at the October 26th meeting.



Rick Terrill
Ingham County Facilities Director
rterrell@ingham.org
517-676-7310

**INGHAM COUNTY
JOB DESCRIPTION
Environmental Sustainability Manager**

General Summary:

Under the direction and supervision of the Controller/Administrator, the employee in this position will serve as the primary staff liaison to the Environmental Affairs Commission (EAC). The employee will advise and assist the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations. This employee is responsible for assisting the EAC to ensure that Ingham County's environmental initiatives are guided by the principles of climate justice, racial justice and equity, and just economic transitions, and that the voices and needs of those most impacted by climate change are duly considered and effectively centered during the County's transition to carbon neutrality.

Essential Functions:

1. Serve as staff liaison to the Environmental Affairs Commission, attending meetings, preparing agendas, providing background and advice on topics of discussion, and conducting research and analysis as needed.
2. Serve as the County's lead advisor on environmental issues and collaborate with departments, external groups and the public to achieve the goals outlined in the County's environmental stewardship and natural resource sustainability plans.
3. Identify communities at greatest risk of facing negative public health impacts of climate change and work with the EAC and Ingham County Health Department to develop recommendations to the Board of Commissioners for building community climate resilience in line with the county's climate justice goals.
4. Recommend environmental and sustainability policies and practices for County operations to the EAC and Board of Commissioners. Work with all County operations to incorporate sustainability in all aspects (buildings, vehicles, processes, waste management, etc.) and coordinate interdepartmental efforts to identify, plan, finance, and implement strategies to reduce greenhouse gas emissions.
5. Develop, update and oversee implementation of the County's Climate Action Plan and energy, environmental, and sustainability initiatives. Includes reviewing performance metrics and providing recommendations for programmatic improvements to more effectively achieve stated goals.
6. Identify and seek outside funding including grants and private, corporate, and foundation sources and administer grant funding as needed.
7. Attend a wide range of meetings and conferences/workshops as a representative of the County, make presentations and perform a wide range of other public relations functions for programs related to the County's sustainability plans and goals.

8. Develop strategic partnerships with other governments, universities, utilities, transportation providers, waste and recycling facilities, etc. to develop a regional approach to sustainability and oversee development of intergovernmental agreements, as appropriate.
9. Serve as liaison between the County, City, Federal and State agencies and professional organizations on issues related to environmental policy and sustainability.
10. Communicate environmental policy and program information to internal and external groups and respond to public or internal requests for information related to the County's environmental and sustainability practices, policies and programming.
11. Develop and oversee environmental education, marketing and training programs for County departments and operations, corporate partners, community groups, schools, and the public.

Other Functions:

- Performs other duties as assigned.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree from an accredited college or university in environmental science, natural resource management, or a related field. A Master's degree in environmental science, natural resource management, or a related field is preferred.

Experience: A minimum of three (3) years of experience working with environmental sustainability initiatives, environmental programming and/or related areas for public (preferred) or private entities.

At least three (3) years of experience managing projects, including: performing administrative, operational, budgetary or similar analysis, with particular emphasis on energy policy, energy efficiency projects, renewable energy applications, or other related field.

Other Requirements:

- Knowledge of, and experience in, environmental and sustainability programming and community development and engagement.
- Knowledge of sustainability topics such as climate change and adaptation, greenhouse gas emissions, transportation alternatives, renewable energy, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors.
- Familiarity with the principles and concepts constituting the philosophy of environmental justice, and a general understanding of the intersections between DEI (diversity, equity and inclusion) and environmental policy.
- Excellent written and verbal communication skills; experience in writing and administering grants, including project delivery and closeout, is preferred.
- Skill in researching and analyzing information and data, writing reports and other

documents; maintaining records and files; the use of a personal computer and software including applications for word processing spreadsheets and data management, and the use of cloud storage systems. Working knowledge of Microsoft Word, Excel and Access is preferred.

- Ability to establish partnerships with County departments and divisions, outside groups and the general public, and to work as part of a diverse team to collectively achieve clearly articulated goals.
- Ability to organize, administer and direct environmental education and outreach programs; to communicate effectively both verbally and in writing; and present information and concepts to a wide variety of audiences.
- Ability to accurately interpret, design, and implement policies, procedures, and regulations and independently identify needs and implement solutions.
- Ability to set priorities and coordinate multiple work activities, work independently, meet deadlines, and exercise independent judgment with oversight by the Controller/Administrator.
- Must possess and maintain a valid Michigan Driver's License, or be able to transport self to off-site locations as necessary.
- Work schedule requires flexible hours including occasional evenings and possibly weekends.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works primarily in an indoor environment. However, there may be occasional trips to field sites and educational outreach locations where there may be exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position requires the individual through assistance or on their own to speak, hear, sit, stand, walk, and have finger dexterity and visual acuity.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

2023 Rates**FULL TIME****MC 11**

				Step 1	Step 5
0	704000	Salary		76,894.74	92,321.59
8951	714000	Unemployment		384.47	461.61
1000	715000	FICA		5,882.45	7,062.60
8846	715050	Liability		1,060	1,272
2720	716020	Health		19,002.69	19,002.69
8952	716035	Health Surcharge		3,585.00	3,585.00
8955	716040	Health Insurance Trust		3,460.26	4,154.47
2700	716100	Dental		936.00	936.00
2710	716200	Vision		135.00	135.00
8953	716450	Separation		1,537.89	1,846.43
8986	717000	Life		149.82	149.82
8941	717100	Disability		99.96	120.02
7223	718000	Retirement		22,922.32	27,521.07
7323	718500	Retirement		1,922.37	2,308.04
8810	722000	Workers Comp		30.76	36.93
				138,003.43	160,913.55

Hi Chris,

Hope all is well! I wanted to reach out because I am in the process of settling on a research topic for my MPP capstone, where I want to focus on local or state-level climate and/or environmental policy.

I want my project to have a real-world, positive impact by researching a climate policy question that is of interest to policymakers and communities. I am soliciting requests from agencies, departments, and nonprofits, and wanted to ask if there is any research that would be beneficial to you and Ingham County. As the chair of the Environmental Affairs Commission, I figured you would be an excellent place to start! Although I am disappointed we will not be able to work on the BOC together, I would love to know where I could provide a beneficial research project.

If there is interest on your part, I would be happy to engage further! My email is diedgr@msu.edu, and I am reachable by call or text at (517) 974-6046. Thank you very much for your time, and I look forward to hearing from you.

Graham Diedrich

pronouns: he, him, his

Policy Affiliate

[<image001.png>](#)

South Kedzie Hall

368 Farm Lane, Room 218

East Lansing, MI 48823

diedgr@msu.edu